



Instructions for Submitting Interim and Final Reports

The Cover Sheet must include the signature of an official authorized to submit grant certifications on the part of the reporting institution. In most cases this will be an Authorized Organization Representative (AOR). All components of each report package must be submitted together. *Your report may be submitted in one of two ways:*

- **Reports that are 20MB or less**, including Cover Sheet and attachments, *must be sent electronically* to imlsreporting@imls.gov. The Cover Sheet, signed by an AOR must be scanned, formatted as a PDF file, and sent in the same electronic mailing as the body of the report. The grantee is required to maintain the document with the original signature for three years, in case it is required to resolve a question. If report attachments include text or images, and high-quality versions can be transmitted electronically, include them in a single electronic mailing with the Cover Sheet and Performance Report. **Web-based material must be provided on disk or in hard copy, so reports that include this component must be mailed to Grants Administration, as below.**
- **Reports exceeding 20MB**, including Cover Sheet and attachments, and reports of any length that include Web-based material among attachments should be mailed with the original signed Cover Sheet to:

Grants Administration
Institute of Museum and Library Services
1800 M Street, NW / 9th Floor
Washington, DC 20036-5802

Reminder: As of March 1, 2013, IMLS no longer accepts faxed reports or requests for funds (SF270s).